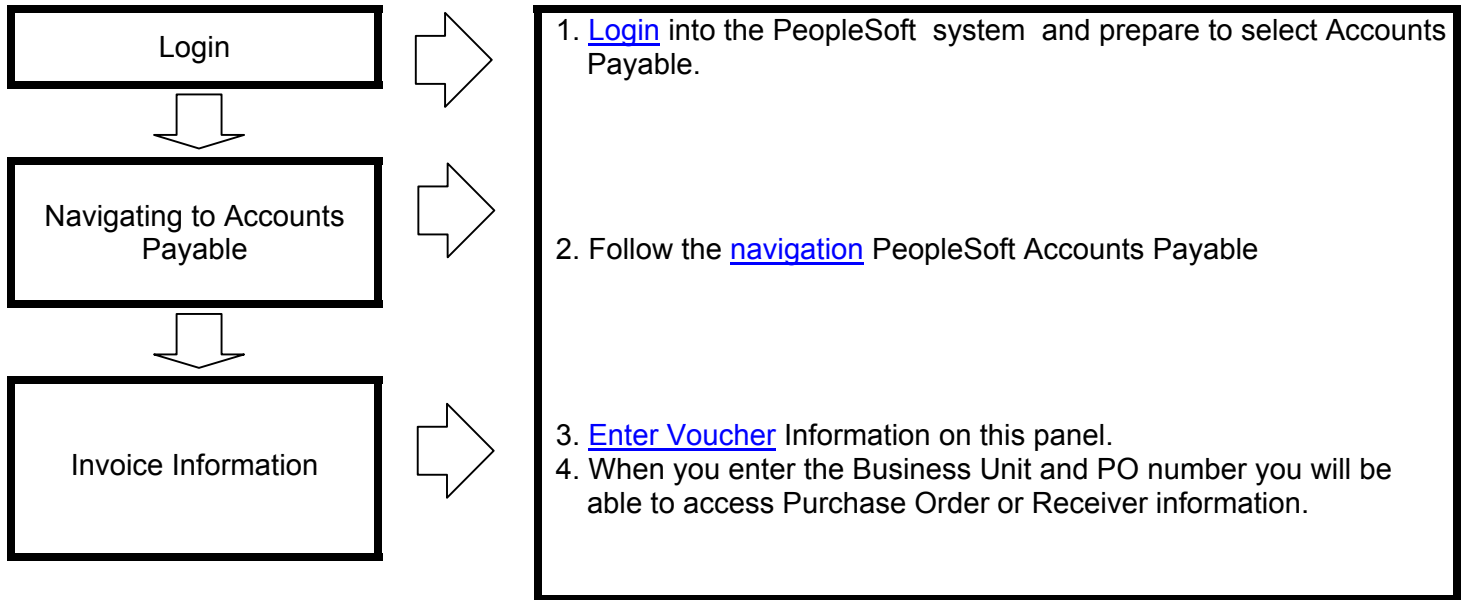# Entering Express Vouchers
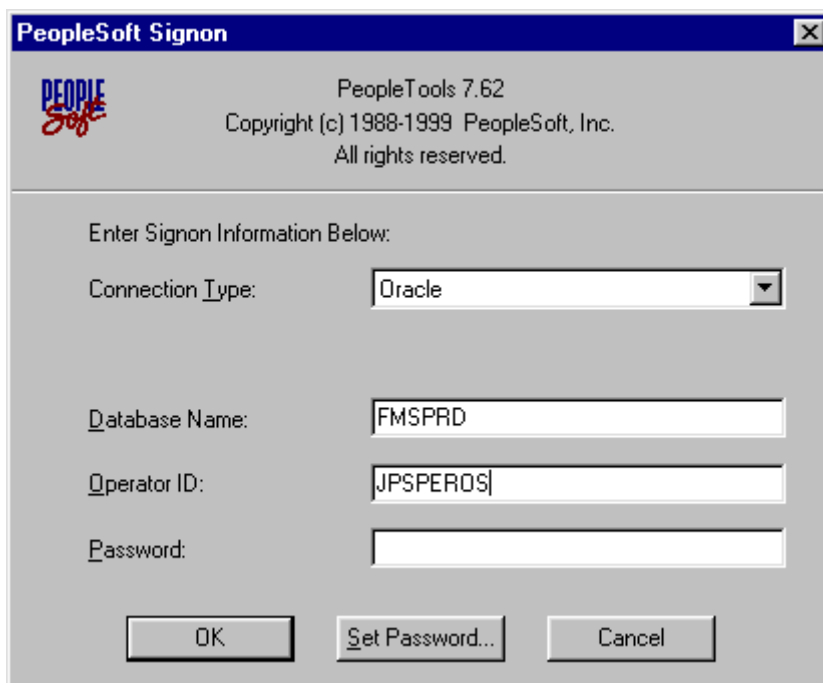
These panels provides a convenient method for the users of entering express invoices that are based on purchases without a purchase order.

| Login | ⇒ | 1. Login into the PeopleSoft system and prepare to select Accounts Payable. |

| Navigating to Accounts Payable | ⇒ | 2. Follow the navigation PeopleSoft Accounts Payable |

| Invoice Information | ⇒ | 3. Enter Voucher Information on this panel. 4. When you enter the Business Unit and PO number you will be able to access Purchase Order or Receiver information. |

Entering Express Vouchers

Step 1:   Login

➢ Launch the PeopleSoft Signon from the Novel Application launcher.

   o Connection type "Oracle" (Defaulted)

   o Database Name "FMSPRD" (Defaulted)

   o Enter your login name. (UPPERCASE only)

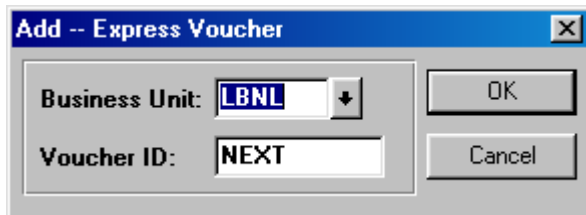➢ Password is left blank.

➢ Click "OK"

Entering Express Vouchers

Step 2:   Navigation

- ⇨ Go
- ⇨ Administer Procurement
- ⇨ Enter Voucher Information
- ⇨ Use
- ⇨ Express Voucher
- ⇨ Invoice Information
- ⇨ Add

Vouchers are entered into PeopleSoft through a series of panels that provide the necessary information to pay a Supplier.   A number of fields will be defaulted on the Voucher from the Vendor including payment terms, bank information and remit to information.   An initial dialog box will appear with a default Business Unit and Voucher Id of NEXT as shown below.   Business Unit indicates the type of voucher being added.   The business unit LBNL indicates purchase order vouchers.
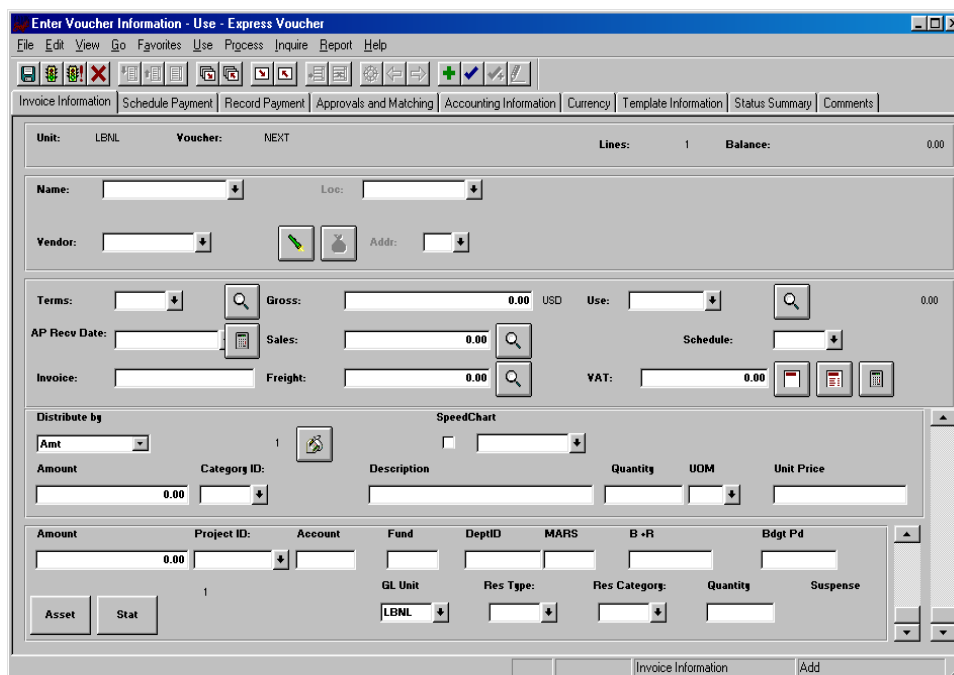
The PO Voucher dialog box displays.

Click **OK.**

Entering Express Vouchers

Step 3: Invoice Information

You enter voucher header information on the Invoice Information panel. Here you enter information that is common to the entire voucher. You identify the vendor as well as invoice specific information such as the invoice number, invoice date, gross amount, and payment terms.
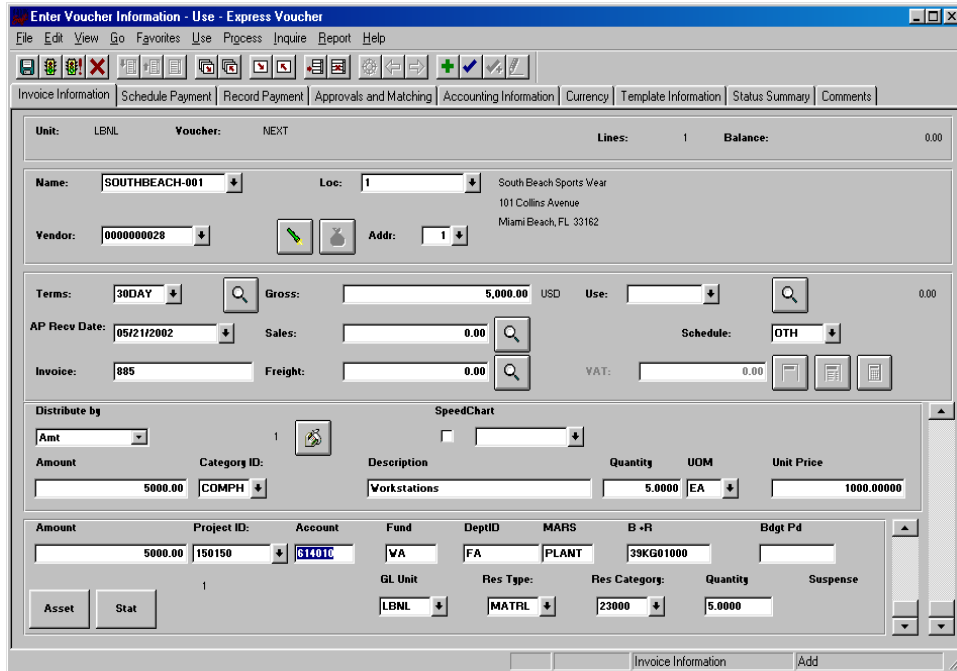
On the Invoice Information panel you also enter gross freight, sales tax, or VAT amounts, as well as the use tax code, where applicable. Detail buttons beside these fields transfer you to secondary panels on which you can override default settings.

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Name	Vendor Name	SOUTHBEACH-001
Date	Date on the Invoice	Current Date
Terms	Payments Terms from Vendor	Accept Default
AP Recv Date	The date in which the Voucher is created	Current Date
Invoice	The Invoice number	123456
Gross	The Gross amount from the invoice	5000.00
Sales	Sales Tax	Blank
Freight	Freight Charges	Blank
Use	Use Tax	N/A

Entering Express Vouchers

On the voucher Line Information and Charges you will enter information about each line on the invoice: the merchandise amount, the unit price, quantity, and description. You may enter as many lines as you need.

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Distribute	How you want the voucher to be distributed by.	Amt
Amount	The amount of this voucher	Defaults from 1st panel
Category ID	The Category for this item	COMPH
Description	The description of the item	Workstations
Speed Chart	Speed Charts complete tables on pre-determined values	N/A
Description	The description of the item	Workstations
Quantity	The quantity of the items being purchased	5
UOM	The Unit of Measure on the invoice	EA
Unit Price	The price for each item	1000.00
Proj/Grt	The project ID being assigned to this voucher	150150
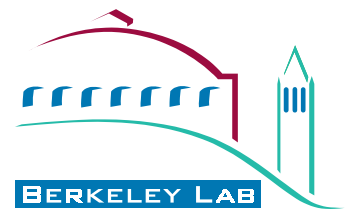
Entering Express Vouchers

Schedule Payments

When you save a voucher, PeopleSoft Payables automatically schedules payments based on the voucher amounts, date, and vendor payment terms. If necessary, you can:

- Change payment schedules for individual vouchers.
- Schedule multiple payments per voucher and decide how much discount you wish to take on each payment and when the payments will be made.
- Schedule direct payment to an alternate vendor and/or location.
- Record manual and wire transfer payments.
- Create an Express Check.

PeopleSoft Payables schedules payments when you save the voucher. Generally, one payment will be scheduled to pay the voucher except when you want to schedule multiple payments of an invoice. The Schedule Payment panel enables you to insert an additional row for each payment schedule. Depending on your withholding setup, a separate withholding payment may also be generated.

Record Payment

You track payments that were written manually-either with a typewriter or good old pen and ink-by creating a voucher for the payment just as you would for a normal invoice and selecting Record as the Payment Action. This will automatically transfer you to the Record Payment panel. To successfully record manual payments:

- The amount of the payments entered must add up to either the gross amount or the gross minus the discount as specified in the voucher header.
- The voucher must be approved in the system.
- The bank account setup supports manual payments.

Approvals and Matching

The voucher Approvals and Matching panel controls the voucher workflow approval routing and matching status.

A voucher must have an Approved status before it can be paid.
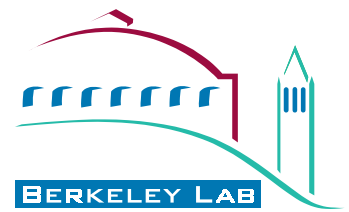
Entering Express Vouchers

Accounting Information

On the Accounting Information panel, you review and update information that PeopleSoft Payables uses to process the voucher according to the policies that you set up in your control hierarchy for the Payables business units, origins, Control Groups, and vendors.

Currency

The Voucher Currency panel enables you to view the default currency or define your own that will be specific to this particular voucher. Before posting and payment, you can change the transaction currency information for a voucher.

Template Information

If you receive multiple similar vouchers from a vendor, you can set up a template to improve data entry efficiency. You use a voucher for a particular vendor as a model for other vouchers that you'll enter in the future for that same vendor by saving the voucher as a template voucher. Creating a template voucher will save you lots of keystrokes. As long as you have access to the voucher, you can designate it as a template voucher. Likewise, you can turn off the template option if you determine you no longer need this capability.

Status Summary

The Status Summary panel shows you at a glance the extent of the processing that the system has performed on the voucher, as well as who entered it and when. You can also easily identify if the voucher is postable, if it has already been posted, and if the withholding balance has been posted. You cannot make any modifications that affect the status of a voucher from this panel.

Comments

If you wish, you can enter comments for a voucher to explain payment schedules, issues with the vendor, or anything else you need to document the invoice on the Comments panel.